

E-Mail ALPERSRU K/98

Subj: PROCEDURES FOR MEMBERS ORDERED TO CLASS "A" SCHOOL

- Ref:
- (a) Training and Education Manual, COMDTINST M1500.10B, Chapter 2
 - (b) Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Chapter 2
 - (c) Personnel Manual, COMDTINST M1000.6A, Chapter 4
 - (d) Military Personnel Data Records (PDR) System, COMDTINST M1080.10D, Enclosure (2)
 - (e) E-Mail ALPERSRU AL/95

Purpose This ALPERSRU clarifies procedures for effecting transfers to Class "A" school.

The process for effecting transfers to "A" School is prescribed, in part, in several manuals, including references (a) thru (e). This ALPERSRU consolidates those procedures.

The contents of this ALPERSRU should be disseminated to all persons involved in the PMIS/JUMPS system. The contents of this ALPERSRU will be included in future changes to reference (b).

Discussion Transfer of members to or from Class "A" Schools is a complex process. Some of the most common difficulties seem to come from departing endorsement transactions that are unable to properly process because of incorrect:

- Duty Type (i.e., PERMDU versus TEMDU),
- Nature of Duty Code, (i.e., Duty versus Instruction),
- Departure date and or time,
- Travel time, or
- Destination OPFAC.

Departing endorsements are not always submitted in a timely manner. This results in:

- SDA-II member files not being transferred to the Training Center PERSRU,
 - delay of the reporting endorsement by the Training Center PERSRU.
 - detailers being unable to issue orders to graduates of "A" School.
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Some other issues important to the transfer process are:

- P620 transactions are required for TAD to "A" School but are sometimes not submitted.
- Members are, at times, being transferred with completed but not yet transmitted transactions in SDA-II; leave transactions seem to be the biggest problem here.
- PERSRU PDRs are not being forwarded appropriately.
- Members are not always being screened prior to transfer to "A" school to ensure they have sufficient obligated service, are in compliance with weight standards, etc.
- Some students are not being provided proper travel advances or airline tickets, and are being counseled incorrectly regarding travel entitlements.

Procedures Orders to Class "A" School are issued by message from Coast Guard Personnel Command (epm-2). The message from CGPC (epm-2) directs whether the member's orders are PCS/TEM DUINS or TAD. Different procedures are necessary for these two types of orders.

DEPARTING PROCEDURES FOR PCS/TEM DUINS TO "A" SCHOOL

(1) Ensure member is eligible/suitable for transfer per:

- Section 2.A. of reference (a),
- Section 4.B. of reference (c),
- COMDTINST M1020.8C, and
- ALDIST 077/97, i.e.:

Verify:

- (a) Member has no military or civil disciplinary action pending, or personal problems (e.g., indebtedness) preventing attendance at school.
 - (b) Member has not been awarded NJP, court-martial or civil conviction since submission of the "A" school training request.
 - (c) Member has not refused or failed a urinalysis drug test.
 - (d) Member is not performing below standard, i.e., has not received a marks characteristic average less than 3 or an unsatisfactory conduct mark.
 - (e) Member is physically qualified for transfer.
 - Aviation "A" school personnel must have original aircrew member candidate physical filed in their health record.
 - Pregnant personnel must have a medical officer's statement that the member is physically capable to enter training, and will not enter the third trimester of pregnancy prior to completion of training.
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- (f) Member is in compliance with CG weight standards on the date of departure.
- (g) Member reenlists or extends to meet obligated service requirements. The message orders from the Coast Guard Personnel Command direct the applicable obligated service date (as of the date of the member's graduation from "A" School). Remember, if a member receives orders to an overseas billet upon completion of "A" School, the member will have to obligate for additional service on top of the obligated agreement the member signed to go to "A" School.
- (h) A performance evaluation is completed on member if 92 or more days have elapsed since the last performance evaluation was completed.
- (2) Generate appropriate PMIS/JUMPS transactions in the SDA-II PCS Departing Event, ensuring:
- (a) The member's orders reflect:
- PCS/TEMDUINS and
 - the Endorsement On Orders reflects Duty Type "TEMDU", and
 - Nature of Duty Code is "Instruction"
- (b) The remarks block of the orders are annotated to reflect:
- The member's weight.
 - The "A" school to which the member is ordered.
- (c) The orders and Endorsement reflect the correct
- departure date/time, and
 - the appropriate amount of travel time and
 - Training Center OPFAC.
- (d) Appropriate related transactions are prepared and timely transmitted, i.e.:
- L68 Endorsement On Orders.
[Note: For reserve members, an R990 is prepared for active duty of less than 140 days; an L68 is prepared for active duty of 140 days or greater.]
 - H605 for advance pay, if applicable. Remember, a member may not receive more than 3 months advance pay for the entire PCS, (e.g., if the member is paid 3 months advance pay upon departure for "A" School, the member will not be paid advance pay upon departure from "A" School for the new PCS unit).
 - P606 if member clears government quarters.
 - L6EA and P800 for changes of address.
 - L6GA for change of direct deposit, if applicable.
 - L62/P154/P159/P198/P199 to meet obligated service requirements, if applicable.
- (3) Review the member's Transaction History in SDA-II, and ensure that all
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transactions are Approved and Transmitted.

- (4) Conduct review and document screening of Personnel Data Record per reference (d).
 - (5) Within 5 days of member's departure, mail the PERSRU PDR to the Training Center (PERSRU).
 - (6) Ensure the member is provided appropriate travel funds and assistance.
 - (a) Advance travel allowances may be paid to a member for travel from the permanent duty station to the Training Center locale.
[NOTE: Members sent PCS/TEMDUINS to "A" School are NOT authorized government-funded travel back to their initial duty station; only members sent TAD to "A" School are authorized to return to their initial duty station.]
 - (b) Members are only authorized dependent travel to the Training Center locale if the course of instruction is 20 or more weeks duration (per U5203-B, Joint Federal Travel Regulations). For courses of less than 20 weeks duration, dependent travel is payable upon completion of Class "A" School from the original permanent duty station to the permanent duty station designated after Class "A" School.
 - (c) Dislocation allowance is not payable until the new permanent duty station is identified after Class "A" School (per U5630-C.5, Joint Federal Travel Regulations).
 - (d) Household goods and vehicle shipment entitlements are as prescribed in U5345-C.1 and U5405, Joint Federal Travel Regulations.
 - (7) If future pay/personnel transactions are received after the member's departure, ensure they are forwarded to the Training Center (PERSRU).
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BACKGROUND INFORMATION FOR TAD TO “A” SCHOOL CHECKLISTS

- (1) Ensure member meets all requirements from paragraph (1) of Checklist For PCS/TEM DUINS.
 - (2) Generate appropriate PMIS/JUMPS transactions in the SDA-II TAD Event, ensuring:
 - (a) The member's orders reflect TAD.
 - (b) The remarks block of the orders are annotated to reflect:
 - The member's weight.
 - The "A" school to which the member is ordered.
 - (c) The orders reflect the correct:
 - departure date/time, and
 - amount of travel time and
 - Training Center OPFAC.
 - (d) Appropriate related transactions are prepared and timely transmitted, i.e.:
 - P606, if member clears government quarters.
 - L6EA and P800 for changes of address, if appropriate.
 - L6GA for change of direct deposit, if appropriate.
 - L62/P154/P159/P198/P199 to meet obligated service requirements.
 - P620, as outlined in the chart on page VI-82, PMIS Forms Guide, HRSICINST M5235.1, if the member is going TAD for less than 60 days. The “A” school PERSRU will prepare the P620 if the member is going TAD for 60 days or more.
 - L6BA, if the member is eligible for FSA-T, and is going TAD for less than 60 days. The “A” school PERSRU will prepare the L6BA if the TAD is for 60 days or more.
 - (3) The member is provided appropriate travel funds. If the member is provided an airline ticket, ensure the ticket is a round-trip ticket.
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- (4) Under reference (d), if the member is sent TAD for 60 days or more, the member will be serviced by the Training Center PERSRU. To effect this:
- Complete the “Admin Change to Servicing PERSRU Due to TAD” event in SDAII to generate a D100/VDE 47 to change the member's servicing PERSRU to the Training Center (PERSRU).
 - Conduct review and document screening of Personnel Data Record per reference (d). Within 5 days of member's departure, mail the PERSRU PDR to the Training Center (PERSRU).
 - Review the member's Transaction History in SDA-II, and ensure that all transactions are Approved and Transmitted.
 - If future pay/personnel transactions are received after the member's departure, ensure they are forwarded to the Training Center (PERSRU).

Note: Do not submit a D100 on members ordered to self-paced schools (YN and SK) because these members usually graduate within 60 days. Also do not submit a D100 on reserve members who are on active duty for less than 140 days where a R900 transaction is submitted.

- (5) For Class "A" Schools of 60 days or more duration, the Training Center PERSRU prepares a P620 transaction to record the start of TAD. Also, the Training Center PERSRU prepares an L6BA to start FSA-T if the member is eligible.
- (6) Leave taken by the member enroute to the Training Center is recorded by the responsible PERSRU by submission of an L63 transaction.
- The Training Center PERSRU submits the L63 if a D100 transaction was prepared.
 - The permanent duty station PERSRU submits the L63 if a D100 transaction was not prepared under paragraph (4) above.
- (7) For members sent TAD from a career sea pay or foreign duty pay eligible unit, a P625 transaction must be submitted on the 31st day of TAD to stop sea/foreign duty pay. This transaction is submitted by the responsible PERSRU, the:
- Training Center PERSRU if a D100 transaction was prepared;
 - permanent duty station PERSRU if a D100 transaction was not prepared.
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- (8) Upon completion of training, the Training Center PERSRU prepares a:
- P341 transaction to record training completion, and a
 - D100/VDE 47 to change the member's servicing PERSRU back to the original PERSRU (effective on the date the member departs the training command) if the member was TAD for 60 days or more.
- (9) The member's permanent duty station PERSRU prepares a:
- P620 transaction to close out the member's TAD, as outlined by the chart on page VI-82, PMIS Forms Guide, HRSICINST M5235.1, and
 - an L6BA transaction to stop FSA-T, if the member was authorized FSA-T while at "A" School.
- (10) Counsel the member that it is a good idea to submit a travel claim for the TAD prior to departing for the new permanent duty station.
- (11) If the member is reassigned to a new unit, the member's permanent duty PERSRU will record the member's PCS departure in PMIS/JUMPS.

[NOTE: It is critical that the P620 closing out TAD be submitted prior to the departing L68 to the new permanent duty station.]

Questions Questions may be directed to the HRSIC Customer Service Team at 913-357-3540.

Released by /s/
J. D. WILLIAMSON
Executive Officer

Attachment: DEPARTING FOR TAD or PCS/TEM DUINS TO "A SCHOOL CHECKLIST

DEPARTING FOR TAD or PCS/TEMUDINS TO "A" SCHOOL CHECKLIST

Member's Name _____

SSN _____ - ____ - _____

Member is departing on (date) _____

To (Name of School) _____

OPFAC _____

Step	Verify	Completed
1	Member has no disqualifying condition: <ul style="list-style-type: none"> NJP, Court-Martial or Civil conviction. Personal condition (indebtedness etc.) 	___ Yes ___ No
2	Member has not failed or refused an urinalysis drug test.	___ Yes ___ No
3	Member has not received a Conduct Mark below 3, nor a characteristic average less than 3 in any dimension.	___ Yes ___ No
4	Member is physically qualified for transfer.	___ Yes ___ No
5	Member meets CG weight standards.	___ Yes ___ No
6	Member meets obligated service requirement.	___ Yes ___ No
7	If needed, a performance evaluation is completed.	___ Yes ___ No
8	Member has received appropriate travel funds and assistance.	___ Yes ___ No
9	<p>The following SDAII Transactions, as applicable, have been completed:</p> <p><u>For All Orders: if applicable</u></p> <p>a) If member terminates government quarters (P606)</p> <p>b) Change of Address (L6EA & P800)</p> <p>c) Change Direct Deposit (L6GA)</p> <p>d) Obligated Service (L62, P154, P159, P198, P199)</p> <p>e) For Reserve members:</p> <ul style="list-style-type: none"> Less than 140 days (R990) 140 days or more (L68) <p><u>For PCS/TEMUDINST Orders: Also</u></p> <p>f) Endorsement on Order (L68) for USCG members and USCGR members on active duty over 139 days.</p> <p>g) R990 for USCGR members on ADT less than 140 days.</p> <p>h) H605 for advance pay if applicable.</p> <p><u>For TAD Orders of 60 or more days: Also</u></p> <p>i) D100/VDE 47 Administrative Change of PERSRU</p> <p><u>For TAD Orders of less than 60 days: Also</u></p> <p><i>Upon Departure</i></p> <p>j) P620</p> <p>k) L6BA, if eligible for FSA-T</p> <p><i>After Departure</i></p> <p>l) L63, to record leave enroute to "A" school</p> <p>m) P625, to stop sea/foreign duty pay on 31st day of TAD.</p> <p><u>For all TAD Orders - Upon Return from TAD</u></p> <p>n) P620</p> <p>o) L6BA, to stop FSA-T, if applicable</p> <p>p) L68 for transfer to new unit.</p>	<p>___ Yes ___ No</p> <p>Item verified:</p> <p>a) ___</p> <p>b) ___</p> <p>c) ___</p> <p>d) ___</p> <p>e) ___</p> <p>f) ___</p> <p>g) ___</p> <p>h) ___</p> <p>i) ___</p> <p>j) ___</p> <p>k) ___</p> <p>l) ___</p> <p>m) ___</p> <p>n) ___</p> <p>o) ___</p> <p>p) ___</p>
10	All applicable SDAII transactions are approved and transmitted.	___ Yes ___ No
11	Review PDR and mail within 5 days of member's departure. (unless TAD for less than 60 days)	___ Yes ___ No

Items on this Checklist have been verified and completed as applicable:

Signature of YN _____

Date: _____